

Occupational Outlook Humboldt County, 1997

A product of:

Private Industry Council of Humboldt County,
Farrel G. Starr, Executive Director
The Employment Development Department
Labor Market Information Division

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California Community Colleges
Council for Private Postsecondary & Vocational
Education
Department of Commerce
Department of Rehabilitation
Department of Social Services
State Employment Training Panel
State Department of Education
State Job Training Coordinating Council

Preface

This Occupational Outlook Report (OOR) is based on a study in which 18 occupations were selected for research; employer samples were developed; surveys were conducted; and the resulting data was tabulated, analyzed, and compared with additional sources of information. The final results are published in this report.

Training programs offered by adult schools, community colleges, regional occupational programs, private postsecondary schools, and apprenticeships in Humboldt County are available for some of the occupations listed in this report and are listed in each description.

Data was collected for this report between January 1997 and January 1998.

Acknowledgements

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For additional copies

or further information, contact:

Private Industry Council
of Humboldt County
930 Sixth Street
Eureka, CA 95501
(707) 441-4600

Project Coordinator:

Stephen Hughes, MS

Research Technician:

Michele Vagle



What is the Private Industry Council?



The Private Industry Council (PIC) of Humboldt

County is a group of local professionals who specialize in employment training services. These services are federally funded through the Job Training Partnership Act (JTPA).

The purpose of the PIC is to help prepare youth and adults for entry into the labor force and to provide job training to individuals facing barriers to employment.

The PIC offers a wide variety of specialized training programs, whether you are a youth still in school or an unemployed timber worker. If you are looking for your first job or want to get special training leading to a rewarding career, the PIC can help you.

The PIC also encourages nontraditional employment opportunities for women.

PIC training programs will help you get the skills or experience employers want.

Programs Offered:

Occupational Skills (Classroom) Training

A program offered through contractual agreement with public and private agencies to provide training and job placement in a variety of vocations.

On-the-Job Training

A program that provides incentives to employers for hiring and training employees through the PIC.

Re-employment Services

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closings or consolidations.

Older Workers' Program

A program designed for mature adults to upgrade their current skills or retrain them for new careers and assist them in job placement.

Youth Program

A program that exposes young adults, ages 16 to 21, to "world-of-work" activities, such as pre-employment skills activities, work experience, work maturity, and job specific skills training.

PIC Advantages:

Clients benefit by receiving assistance in career counseling, job training, and placement, so they can develop more productive and financially independent lives.

Employers benefit through the following services, provided by the PIC at no cost:

- Pre-screening of applicants' skills and educational levels
- Specifically designed on-the-job occupational training
- Financial incentives for hiring JTPA-eligible applicants

The community benefits as the PIC brings Humboldt County businesses, residents, and employers together, creating mutual relationships that maintain and stimulate employment and economic prosperity in our area.

More information is available by calling the Private Industry Council at (707) 441-4600. (The PIC is an equal opportunity agency. Auxiliary aids and services are available to individuals with disabilities. All services are subject to fund availability.)

Employment Development Department Job Services for Employers and Jobseekers

The Employment Development Department (EDD) is the largest source of personnel recruitment in California. There is no fee to employers or jobseekers.

Job Match is EDD's statewide computerized system which matches qualified job applicants electronically with employer job orders. Job Seekers may complete an application to be matched against employer job orders or to request assistance in finding a job by contacting the Eureka Job Service at (707) 445-6532.

Employers may call to list job openings at (707) 445-6531. EDD will screen applicants to meet employer skill requirements.

Introduction

This Occupational Outlook Report has been prepared to provide the user with an appropriate beginning to explore the Humboldt County labor market. The information in this book was gathered from local employers, and accurately represents their responses to the extent possible. Please remember that not all employers agreed to furnish information and, therefore, could not be included in this publication. Other, unforeseen events, such as economic conditions, technology, and legal decisions can also influence the labor market. This report should be combined with other sources of occupational information before making important career decisions.

Possible Uses for This Report...

Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand, assessments, and more.

Curriculum Design:

Training providers can assess and update their curricula based on current employer needs and projected trends, as indicated in this report.

Economic Development:

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in Humboldt County.

Human Resource Management:

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Planning:

This report provides local planners and administrators with employment and training information, occupational size and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

Program Marketing:

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.

Guide to Occupational Summaries

Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Obtained from employer surveys, extreme wage responses, not representative of most employers, are omitted. Ranges reported are representative of most employers reporting. Results, including the range and the median, are reported for three levels of skills and experience defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment. It is also used when union and non-union wages differ by more than 10%.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to Key Terms along lower left corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

As an example regarding benefits, "7/15" should be read as "7 out of 15 employers responding to the benefits questions offer the specified benefit."

Supply/Demand Assessment

Obtained from employer survey results, the following terms refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation:

Very Difficult = Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat Difficult = Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

A Little Difficult = Supply is somewhat greater than the demand for qualified applicants, and applicants may experience competition in job seeking.

Not Difficult = Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When vacancy information is presented, key terms are applied.

Education/Training/Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. Key terms are applied.

Employment Trends/Size

Information projecting employment levels over the next three years was obtained from employer surveys. Key terms are applied.

EDD Occupational Projections

The term (small, medium, large, or very large) used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 68
Medium = 68 – 136

Large = 137 – 295
Very Large = 296 and above

Guide to Occupational Summaries

Recruitment Methods

This data is obtained from employer surveys, and presented in ratios similar to that of the benefits section. Therefore, "9/12" should be read as "9 out of 12 employers responding to this question use the specified method as one of their primary recruitment methods."

Occupational Mobility

Data in this section is also obtained from employer surveys. Key terms are applied. It should be kept in mind that the possibility of promotional and advancement varies considerably between employers.

Training Opportunities

When applicable, possible training programs offered within Humboldt County are listed. A more detailed description of these programs can be obtained from the Vocational Training Directory published by the Private Industry Council of Humboldt County, or by contacting the schools or associations directly.

Where the Jobs Are

This information is compiled from EDD's projected Humboldt County employment data. Common industrial groups employing workers in the specified occupation(s) are listed.

DOT Code(s) and Title(s)

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES defined occupation can be matched to a number of related DOT defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed

Additional Information

Unions: Union percentages are based on employer surveys. Key terms are applied.

Occupational Outlook Handbook: This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

CA Occupational Guide: Further information on each occupation can also be found in these guides published by EDD.

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Adjustment Clerks

OES Code: 531230

9 Employers Responding, 50 Jobs Represented, 11 Male, 39 Female

Description of Occupation

Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.15 – 11.90	\$6.50
New hires, experienced:	\$5.10 – 13.70	\$7.00
3+ yrs experience with firm:	\$5.90 – 17.80	\$9.65

Hours

Almost all employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 22 hours per week; few jobs are temporary/on-call, averaging 40 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	9/9	1/9
Dental Insurance:	8/9	0/9
Vision Insurance:	6/9	0/9
Life Insurance:	7/9	0/9
Paid Sick Leave:	7/9	1/9
Paid Vacation:	9/9	1/9
Retirement Plan:	7/9	0/9
Child Care:	1/9	1/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	33%	22%
A Little Difficult	44%	56%
Somewhat Difficult	11%	0%
Very Difficult	11%	22%

Education/Training Experience

Education

Some firms report most of their recent new hires have a high school diploma or equivalent; almost all firms report most of their recent new hires have completed some college, but have no degree; few report bachelors degrees.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	11%	11%
Usually	44%	11%
Sometimes	33%	78%
Never	11%	0%

Required Skills

Customer service skills
Ability to read and follow directions
Ability to write legibly
Ability to write effectively
Oral communication skills
Basic math skills
Alphabetical and numerical filing skills
Willingness to work with close supervision
Problem solving skills
Ability to work independently

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Adjustment Clerks

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This job is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 80

Projected Number of Employees in 2001 = 100

Recruitment Methods

	# of Firms
Employee Referrals:	6/9
Newspaper Ads:	6/9
Private Employment Agencies:	3/9
Hire Unsolicited Applicants:	3/9
In-house Promotional or Transfer:	8/9
Public School or Program Referrals:	1/9
Private School Referrals:	0/9
Employment Development Department:	3/9
Union Hall Referrals:	0/9
Other:	0/9

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently, no specific training is offered for this occupation.

College of the Redwoods, Eureka Adult School, and the Humboldt Regional Occupational Program offer Clerical Training.

Where the Jobs Are

Wholesale Trades
Department Stores
Banks
Retailers
Insurance
Communications
Air Carriers

DOT Code(s) and Title(s)

191.167.022	Service Representative
241.367.014	Complaint Clerk
241.387.010	Claims Clerk

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page #253

Automotive Body and Related Repairers

OES Code: 853050

10 Employers Responding, 49 Jobs Represented, 47 Male, 2 Female

Description of Occupation

Automotive Body and related Repairers repaint and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.15 – 9.00	\$ 8.00
New hires, experienced:	\$6.00 – 17.35	\$11.22
3+ yrs experience with firm:	\$8.00 – 22.00	\$17.80

(Union firms pay at top end of wage range.)

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 28 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	6/10
Dental Insurance:	5/10
Vision Insurance:	3/10
Life Insurance:	4/10
Paid Sick Leave:	2/10
Paid Vacation:	6/10
Retirement Plan:	4/10
Child Care:	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	30%
A Little Difficult	20%	30%
Somewhat Difficult	10%	20%
Very Difficult	70%	20%

Education/Training Experience

Education

Almost all firms report most of their recent new hires have completed high school or equivalent; few report some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	40%	10%
Usually	40%	0%
Sometimes	20%	70%
Never	0%	20%

Required Skills

Ability to operate power hand tools
Skill in working with fiberglass
Masking skills
Ability to apply various painting techniques and skills
Welding skills
Manual dexterity
Ability to use hands, arms, and fingers
Ability to tolerate dust and paint fumes
Ability to perform strenuous, physically demanding work
Ability to stand continuously for 2 or more hours

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Automotive Body and Related Repairers

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. No employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 50

Projected Number of Employees in 2001 = 50

Local Training Opportunities

Currently, no training programs exist in Humboldt County for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	7/10
Newspaper Ads:	3/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	1/10
In-house Promotional or Transfer:	1/10
Public School or Program Referrals:	1/10
Private School Referrals:	2/10
Employment Development Department:	3/10
Union Hall Referrals:	2/10
Other:	3/10

Where the Jobs Are

Automotive Repair Shops	59%
Motor Vehicle Dealerships	30%
Miscellaneous	10%

Occupational Mobility

Some firms report they offer promotional opportunities, with almost all firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

807.381.010 Auto Body Repairer

Additional Information

Unions: Some of the employers reporting operate a union shop. Most of the employers reporting do not operate a union shop.

California Occupational Guide # 68
Occupational Outlook Handbook page # 337

Cooks – Institution or Cafeteria

OES Code: 650280

6 Employers Responding, 47 Jobs Represented, 4 Male, 43 Female

Description of Occupation

Cooks, Institution or Cafeteria, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	33%	50%
A Little Difficult	33%	17%
Somewhat Difficult	33%	17 %
Very Difficult	0%	17%

Wages/Benefits

	Range	Median
New hires, no experience:	\$6.00 – 8.25	\$7.33
New hires, experienced:	\$6.00 – 10.00	\$7.33
3+ yrs experience with firm:	\$8.00 – 12.00	\$9.38

(Union firms pay at top end of wage range.)

Hours

Most employment is full-time, averaging 39 hours per week; many jobs are part-time, averaging 23 hours per week; few jobs are temporary/on-call averaging 4 hours per week.

Benefits Offered

	Full-time	Part-time
Medical Insurance:	3/6	1/6
Dental Insurance:	3/6	1/6
Vision Insurance:	3/6	1/6
Life Insurance:	0/6	0/6
Paid Sick Leave:	4/6	4/6
Paid Vacation:	5/6	4/6
Retirement Plan:	3/6	2/6
Child Care:	0/6	0/6

Education/Training Experience

Education

Almost all firms report most of their recent new hires have high school diploma or equivalent.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	11%	11%
Usually	44%	11%
Sometimes	33%	78%
Never	11%	0%

Required Skills

Food preparation skills
Institutional cooking skills
Menu planning skills
Food buying skills
Food baking skills
Ability to stand continuously for 2 or more hours
Ability to work independently
Ability to work under pressure
Ability to read and follow directions
Ability to make decisions

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Cooks – Institution or Cafeteria

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 150

Projected Number of Employees in 2001 = 160

Recruitment Methods

	# of Firms
Employee Referrals:	3/6
Newspaper Ads:	6/6
Private Employment Agencies:	0/6
Hire Unsolicited Applicants:	0/6
In-house Promotional or Transfer:	3/6
Public School or Program Referrals:	0/6
Private School Referrals:	0/6
Employment Development Department:	1/6
Union Hall Referrals:	0/6
Other:	0/6

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No local training opportunities are currently offered for this occupation.

Where the Jobs Are

Schools
Nursing Facilities
Cafeterias
Hospitals
Residential Care Homes
Child Care Facilities

DOT Code(s) and Title(s)

313.381.030	Cook, School Cafeteria
315.361.018	Cook, Hospital
315.371.010	Cook, Mess

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 304

Counter and Rental Clerks

OES Code: 490170

13 Employers Responding, 156 Jobs Represented, 42 Male, 114 Female

Description of Occupation

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	8%	8%
A Little Difficult	46%	38%
Somewhat Difficult	23%	46%
Very Difficult	23%	8%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 – 6.00	\$5.15
New hires, experienced:	\$5.00 – 7.00	\$5.25
3+ yrs experience with firm:	\$5.50 – 10.00	\$6.50

Hours

Few jobs are full-time, averaging 39 hours per week; most jobs are part-time, averaging 21 hours per week; many jobs are temporary/on-call averaging 20 hours per week.

Education/Training Experience

Education

Most firms report most of their recent new hires have high school diploma or equivalent; some firms report most of their recent hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	8%
Usually	46%	23%
Sometimes	15%	54%
Never	38%	15%

Benefits Offered

	Full-time	Part-time
Medical Insurance:	6/13	2/13
Dental Insurance:	4/13	1/13
Vision Insurance:	3/13	1/13
Life Insurance:	2/13	1/13
Paid Sick Leave:	4/13	3/13
Paid Vacation:	5/13	3/13
Retirement Plan:	4/13	1/13
Child Care:	1/13	1/13

Required Skills

Customer service skills

Ability to assist customers with rental selection

Ability to compute and collect rental deposits and fees

Ability to compute and quote rates

Ability to demonstrate knowledge of specific products

Ability to prepare rental agreement

Ability to operate cash register

Cash handling skills

Ability to work independently

Oral communication skills

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Counter and Rental Clerks

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with few expecting levels to grow. Some employers expected employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to have a much faster than average growth rate.

Number of Employees in 1994 = 190

Number of Projected Employees in 2001 = 220

Recruitment Methods

	# of Firms
Employee Referrals:	8/13
Newspaper Ads:	6/13
Private Employment Agencies:	0/13
Hire Unsolicited Applicants:	4/13
In-house Promotional or Transfer:	2/13
Public School or Program Referrals:	3/13
Private School Referrals:	0/13
Employment Development Department:	3/13
Union Hall Referrals:	0/13
Other:	5/13

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No specific training programs are offered for this occupation locally.

College of the redwoods, Eureka Adult School, and Humboldt Regional Occupational Program (HROP) offer clerical and computer training.

Where the Jobs Are

Video Rentals
Auto Rentals
Amusement Services
Equipment Rentals
Department Stores

DOT Code(s) and Title(s)

249.362.010	Counter Clerk
249.366.010	Rental Clerk
369.677.010	Service Attendant

Additional Information

California Occupational Guide # 511
Occupational Outlook Handbook page # 236

Electricians

OES Code: 872020

8 Employers Responding, 47 Jobs Represented, 47 Male, 0 Female

Description of Occupation

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints.

Wages/Benefits

	Range	Median
New hires, no experience:	\$10.00 – 15.34	\$17.37
New hires, experienced:	\$12.00 – 27.00	\$15.50
3+ yrs experience with firm:	\$14.00 – 27.00	\$19.88

(Union firms pay at mid-range of wage scale.)

Hours

Almost all employment is full-time, averaging 41 hours per week; few jobs reported are part-time, averaging 25 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	6/8
Dental Insurance:	4/8
Vision Insurance:	3/8
Life Insurance:	2/8
Paid Sick Leave:	0/8
Paid Vacation:	2/8
Retirement Plan:	4/8
Child Care:	0/8

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	29%
A Little Difficult	38%	43%
Somewhat Difficult	0%	14%
Very Difficult	63%	14%

Education/Training Experience

Education

Some firms report most of their recent new hires have a high school diploma or equivalent; most firms report most of their recent hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	63%	0%
Usually	38%	0%
Sometimes	0%	88%
Never	0%	13%

Required Skills

Ability to install electrical equipment
Ability to read blueprints
Cost estimating skills
Understanding of electrical technology
Certified Apprenticeship Program completion
Ability to implement safe work practices
Ability to use hands, arms, and fingers
Possession of good color perception
Good vision
Possession of mechanical aptitude

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Electricians

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 160

Number of Projected Employees in 2001 = 180

Recruitment Methods

	# of Firms
Employee Referrals:	5/8
Newspaper Ads:	3/8
Private Employment Agencies:	0/8
Hire Unsolicited Applicants:	0/8
In-house Promotional or Transfer:	1/8
Public School or Program Referrals:	0/8
Private School Referrals:	0/8
Employment Development Department:	4/8
Union Hall Referrals:	2/8
Other:	0/8

Occupational Mobility

Some firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Redwood Empire Electricians JATC
1700 Corby Avenue, Suite F
Santa Rosa, CA 95407
(707) 523-3837

Where the Jobs Are

Electrical Contractors
Plumbing, Heating and Air Conditioning
Education, Public and Private
Federal Government
Hospitals
Lumber and Sawmills
Building Contractors

DOT Code(s) and Title(s)

806.381.062	Electrical Installer
824.261.010	Electrician
824.261.014	Electrician Apprentice
829.261.018	Maintenance Electrician

Additional Information

California Occupational Guide # 121
Occupational Outlook Handbook page # 375

Food Preparation Workers

OES Code: 650380

10 Employers Responding, 239 Jobs Represented, 111 Male, 128 Female

Description of Occupation

Food preparation workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or hot chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 – 6.11	\$5.15
New hires, experienced:	\$5.00 – 6.11	\$5.38
3+ yrs experience with firm:	\$6.00 – 9.00	\$6.63

Hours

Many employment is full-time, averaging 36 hours per week; most jobs are part-time, averaging 20 hours per week; few jobs are temporary on-call or seasonal, averaging 14 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	5/10
Dental Insurance:	5/10
Vision Insurance:	3/10
Life Insurance:	4/10
Paid Sick Leave:	3/10
Paid Vacation:	4/10
Retirement Plan:	3/10
Child Care:	0/10

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	10%	30%
A Little Difficult	20%	30%
Somewhat Difficult	60%	40%
Very Difficult	10%	0%

Education/Training Experience

Education

Most firms report most of their recent new hires have high school diploma or equivalent; many firms report most of their recent hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	10%	10%
Usually	30%	30%
Sometimes	60 %	60%
Never	0%	0%

Required Skills

Knowledge of sanitary work environment
Knowledge of food characteristics
Ability to handle multiple food orders in a timely fashion
Good eye-hand coordination
Ability to work rapidly
High standards of personal cleanliness
Ability to work independently
Ability to work under pressure
Ability to follow oral instructions
Ability to stand continuously for 2 or more hours

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Food Preparation Workers

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. No employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to have a faster than average growth rate.

Number of Employees in 1994 = 510

Number of Projected Employees in 2001 = 570

Recruitment Methods

	# of Firms
Employee Referrals:	8/10
Newspaper Ads:	6/10
Private Employment Agencies:	1/10
Hire Unsolicited Applicants:	7/10
In-house Promotional or Transfer:	4/10
Public School or Program Referrals:	4/10
Private School Referrals:	1/10
Employment Development Department:	2/10
Union Hall Referrals:	0/10
Other:	1/10

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

No specific training programs are offered locally for this occupation.

Where the Jobs Are

Eating and Drinking Places
Education, Public and Private
Grocery Stores
Nursing Facilities
Hotels and other Lodging
Hospitals
Residential Care Facilities
Amusement and Recreation

DOT Code(s) and Title(s)

316.684-014	Deli Slicer
317.384-010	Salad Maker
317.687.010	Cook Helper
318.687.010	Kitchen Helper
317.684-010	Coffee Maker

Additional Information

California Occupational Guide # 366
Occupational Outlook Handbook page # 306

Industrial Truck and Tractor Operators

OES Code: 979470

7 Employers Responding, 50 Jobs Represented, 42 Male, 8 Female

Description of Occupation

Industrial Truck and Tractor Operators operate gasoline- or electric-powered industrial trucks or tractors equipped with forklift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.80 – 13.50	\$10.00
New hires, experienced:	\$5.80 – 13.50	\$11.00
3+ yrs experience with firm:	\$8.90 – 14.00	\$12.50

Hours

All employment is full-time, averaging 40 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	7/7
Dental Insurance:	7/7
Vision Insurance:	3/7
Life Insurance:	6/7
Paid Sick Leave:	2/7
Paid Vacation:	7/7
Retirement Plan:	5/7
Child Care:	0/7

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	14%	50%
A Little Difficult	57%	33%
Somewhat Difficult	14%	17%
Very Difficult	14%	0%

Education/Training Experience

Education

Most firms report most of their recent new hires have high school diploma or equivalent; some firms report their recent hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	29%	0%
Usually	14%	0%
Sometimes	43%	100%
Never	14%	0%

Required Skills

Possession of a valid drivers license
Ability to implement safe work practices
Automotive maintenance and minor repair skills
Ability to load and unload freight by hand
Good hearing
Ability to perform strenuous, physically demanding work
Ability to work outdoors in all weather conditions
Ability to tolerate noise and dust
Possession of mechanical aptitude
Ability to work independently

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Industrial Truck and Tractor Operators

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with few expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 340

Number of Projected Employees in 2001 = 390

Recruitment Methods

	# of Firms
Employee Referrals:	1/7
Newspaper Ads:	4/7
Private Employment Agencies:	0/7
Hire Unsolicited Applicants:	1/7
In-house Promotional or Transfer:	5/7
Public School or Program Referrals:	0/7
Private School Referrals:	0/7
Employment Development Department:	3/7
Union Hall Referrals:	1/7
Other:	1/7

Occupational Mobility

All firms report they do offer promotional opportunities.

Local Training Opportunities

No specific training programs are currently offered locally for this occupation.

Where the Jobs Are

Wholesale Trades
Local/Long Distance Trucking
Public Warehousing and Storage
Groceries and Related Products
Personnel Supply Services
Motor Vehicles and Equipment
Lumber and Saw Mills

DOT Code(s) and Title(s)

921.683-042	Front End Loader Operator
921.683-050	Industrial Truck Operator
921.683-070	Straddle Truck Operator
929.683.14	Tractor Operator

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 438

Loan Officers and Counselors

OES Code: 211080

15 Employers Responding, 42 Jobs Represented, 13 Male, 29 Female

Description of Occupation

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Please include such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	21%
A Little Difficult	40%	64%
Somewhat Difficult	13%	0%
Very Difficult	47%	14%

Wages/Benefits

	Range	Median
New hires, no experience:	\$ 8.00 – 14.38	\$10.71
New hires, experienced:	\$10.07 – 14.38	\$12.66
3+ yrs experience with firm:	\$11.32 – 16.78	\$16.78

Hours

Almost all employment is full-time, averaging 40 hours per week; no jobs reported are part-time.

Benefits Offered

	Full-time
Medical Insurance:	14/15
Dental Insurance:	14/15
Vision Insurance:	13/15
Life Insurance:	13/15
Paid Sick Leave:	14/15
Paid Vacation:	14/15
Retirement Plan:	14/15
Child Care:	6/15

Education/Training Experience

Education

Many firms report most of their recent new hires have an Associate Degree, some firms report new hires have a Bachelors Degree, some firms report college but no degree, and few report high school diploma or equivalent.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	73%	0%
Usually	20%	7%
Sometimes	7%	60%
Never	0%	33%

Required Skills

Understanding regulations affecting financial institutions
Ability to interview others for information
Understanding of conventional loans
Ability to maintain financial records
Business math skills
Ability to follow specialized bookkeeping procedures
Ability to use database software
Ability to handle credit and collections
Negotiation skills
Ability to assess and analyze market conditions

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Loan Officers and Counselors

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 90

Number of Projected Employees in 2001 = 90

Local Training Opportunities

No specific local training is currently available for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	2/15
Newspaper Ads:	14/15
Private Employment Agencies:	0/15
Hire Unsolicited Applicants:	1/15
In-house Promotional or Transfer:	5/15
Public School or Program Referrals:	0/15
Private School Referrals:	0/15
Employment Development Department:	1/15
Union Hall Referrals:	0/15
Other:	0/15

Where the Jobs Are

Banks and Lending Institutions
Credit Unions
Federal and State Government

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

186.267-018	Loan Officer
186.267-014	Loan Counselor

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 53

Lodging Managers

OES Code: 150262

5 Employers Responding, 30 Jobs Represented, 9 Male, 21 Female

Description of Occupation

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.15 – 8.00	\$5.75
New hires, experienced:	\$5.25 – 9.00	\$5.75
3+ yrs experience with firm:	\$6.00 – 10.00	\$7.00

Hours

Most employment is full-time, averaging 42 hours per week; some jobs reported are part-time, averaging 25 hours per week; few job reported are seasonal, averaging 20 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	2/5
Dental Insurance:	2/5
Vision Insurance:	1/5
Life Insurance:	1/5
Paid Sick Leave:	2/5
Paid Vacation:	2/5
Retirement Plan:	1/5
Child Care:	0/5

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	20%	40%
Somewhat Difficult	40%	60%
Very Difficult	40%	0%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent; many firms report most of their recent new hires have some college, but no degree; and some firms report their recent new hires have a Bachelors Degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	20%	0%
Usually	20%	40%
Sometimes	60%	60%
Never	0%	0%

Required Skills

Ability to manage and activity or department
Ability to plan and organize the work of others
Record keeping skills
Ability to hire and assign personnel
Problem solving skills
Public contact skills
Customer service skills
Ability to work independently
Ability to work under pressure
Oral communication skills

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Lodging Managers

Employment Trends/Size

All employers expect employment levels to remain stable over the next three years.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 50

Number of Projected Employees in 2001 = 60

Local Training Opportunities

No specific training programs are currently offered locally for this position.

Recruitment Methods

	# of Firms
Employee Referrals:	4/5
Newspaper Ads:	3/5
Private Employment Agencies:	0/5
Hire Unsolicited Applicants:	1/5
In-house Promotional or Transfer:	2/5
Public School or Program Referrals:	2/5
Private School Referrals:	0/5
Employment Development Department:	2/5
Union Hall Referrals:	0/5
Other:	0/5

Where the Jobs Are

Hotels and Motels
Eating and Drinking Places
Education, Public and Private
Nursing and Personal Care
Hospitals
Amusement and Recreation
Apartment Buildings

Occupational Mobility

Some firms report they do offer promotional opportunities, with almost all firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

187.117-038	Manager, Hotel or Motel
320.137-010	Manager, Boarding House
187.167-066	Manager, Camp
187.167-078	Manager, Convention

Additional Information

California Occupational Guide # 114
Occupational Outlook Handbook page # 46

Maintenance Repairers – General Utility

OES Code: 851320

9 Employers Responding, 49 Jobs Represented, 46 Male, 3 Female

Description of Occupation

Maintenance Repairers perform work involving two or more maintenance skills to keep machines, mechanical equipment, and/or structures of an establishment in repair. This occupation is generally in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment, installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 – 10.80	\$ 6.00
New hires, experienced:	\$6.00 – 11.80	\$ 7.43
3+ yrs experience with firm:	\$8.00 – 18.00	\$10.00

(Union employers pay at the top end of the wage range.)

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 18 hours per week; with few jobs being temporary on-call, averaging 23 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	7/9
Dental Insurance:	6/9
Vision Insurance:	5/9
Life Insurance:	5/9
Paid Sick Leave:	4/9
Paid Vacation:	6/9
Retirement Plan:	3/9
Child Care:	1/9

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	11%	44%
A Little Difficult	33%	0%
Somewhat Difficult	33%	56%
Very Difficult	22%	0%

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent; some firms report some of their hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	22%
Usually	44%	67%
Sometimes	22%	11%
Never	33%	0%

Required Skills

Ability to operate precision measuring instruments
Ability to use operating manuals
Ability to operate power hand tools
Painting skills
Electrical repair skills
Carpentry skills
Plumbing repair skills
Ability to use service manuals
Problem solving skills
Possession of mechanical aptitude

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Maintenance Repairers – General Utility

Employment Trends/Size

Some employers expect employment levels to remain stable over the next three years, with most expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a faster than average rate.

Number of Employees in 1994 = 500

Number of Projected Employees in 2001 = 590

Local Training Opportunities

No specific training is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	3/9
Newspaper Ads:	5/9
Private Employment Agencies:	1/9
Hire Unsolicited Applicants:	2/9
In-house Promotional or Transfer:	5/9
Public School or Program Referrals:	1/9
Private School Referrals:	1/9
Employment Development Department:	2/9
Union Hall Referrals:	0/9
Other:	1/9

Where the Jobs Are

Education, Public and Private
Local Government
Hotels and Motels
Real Estate Managers
Hospitals
Amusement and Recreation
Eating and Drinking Places
Nursing and Personal Care Facilities

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

899.261-014	Maintenance Repairer, Industrial
899.381-010	Maintenance Repairer, Building

Additional Information

California Occupational Guide # 136
Occupational Outlook Handbook page # 351

Medical Transcriptionist

OES Code: 202582996

10 Employers Responding, 54 Jobs Represented, 3 Male, 51 Female

Description of Occupation

Transcribes medical reports and related documents from tape recordings or written materials. Uses transcription machine, computer, and/or typewriter. Requires knowledge of medical terminology and common computer programs.

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	50%	50%
Somewhat Difficult	30%	25%
Very Difficult	20%	25%

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.92 – 11.00	\$ 7.00
New hires, experienced:	\$7.00 – 13.00	\$ 8.07
3+ yrs experience with firm:	\$8.50 – 15.00	\$10.94

Hours

Most employment is full-time, averaging 40 hours per week; some jobs reported are part-time, averaging 27 hours per week; and few jobs are temporary on-call, averaging 13 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	8/10
Dental Insurance:	4/10
Vision Insurance:	2/10
Life Insurance:	4/10
Paid Sick Leave:	9/10
Paid Vacation:	9/10
Retirement Plan:	7/10
Child Care:	1/10

Education/Training Experience

Education

Some firms report some of their recent new hires have a high school diploma or equivalent; many firms report most of their recent new hires have some college, but no degree, and few employers report their recent new hires have an associate degree or bachelors degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	90%	10%
Usually	10%	10%
Sometimes	0%	50%
Never	0%	30%

Required Skills

Knowledge of medical terminology
Excellent typing skills
Good computer skills
Ability to perform routine, repetitive work
English grammar and spelling skills
Ability to work independently
Ability to sit continuously for 2 or more hours
Organizational and time management skills
Attention to detail
Ability to work under pressure

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Medical Transcriptionist

Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with few expecting levels to grow.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

No projections are available for this occupation.

Local Training Opportunities

College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501
707-445-6700

Recruitment Methods

	# of Firms
Employee Referrals:	5/10
Newspaper Ads:	9/10
Private Employment Agencies:	0/10
Hire Unsolicited Applicants:	4/10
In-house Promotional or Transfer:	5/10
Public School or Program Referrals:	1/10
Private School Referrals:	0/10
Employment Development Department:	1/10
Union Hall Referrals:	0/10
Other:	0/10

Where the Jobs Are

State and Local Government
Federal Government
Offices of Physicians and Surgeons
Education, Public and Private
Hospitals and Care Facilities

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

203.582-058 Transcribing Machine Operator

Additional Information

California Occupational Guide # 499
Occupational Outlook Handbook page 287

Packaging and Filling Machine Operators and Tenders

OES Code: 929740

6 Employers Responding, 34 Jobs Represented, 20 Male, 14 Female

Description of Occupation

Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, and stuffing machines, to prepare industrial or consumer products, such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys and athletic equipment, and upholstered pads, as end products for storage and shipment.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.25 – 8.00	\$5.43
New hires, experienced:	\$5.35 – 8.00	\$6.13
3+ yrs experience with firm:	\$6.45 – 11.50	\$7.75

(Union employers pay at top end range)

Hours

Most employment is full-time, averaging 38 hours per week; some jobs are part-time, averaging 17 hours per week, and some jobs are temporary on-call/seasonal employment, averaging 22 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	4/6
Dental Insurance:	4/6
Vision Insurance:	2/6
Life Insurance:	4/6
Paid Sick Leave:	1/6
Paid Vacation:	4/6
Retirement Plan:	3/6
Child Care:	0/6

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	33%	67%
A Little Difficult	33%	17%
Somewhat Difficult	0%	17%
Very Difficult	33%	1%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent, with many firms reporting some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	50%
Usually	17%	0%
Sometimes	17%	50%
Never	67%	0%

Required Skills

Knowledge of specific production processes
Manual dexterity
Ability to use hands, arms, and fingers
Good eye-hand coordination
Good vision
Ability to stand continuously for 2 or more hours
Possession of mechanical aptitude
Ability to perform routine, repetitive work
Willingness to work with close supervision

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Packaging and Filling Machine Operators and Tenders

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 80

Number of Projected Employees in 2001 = 90

Local Training Opportunities

No specific training programs are currently offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	2/6
Newspaper Ads:	0/6
Private Employment Agencies:	0/6
Hire Unsolicited Applicants:	1/6
In-house Promotional or Transfer:	2/6
Public School or Program Referrals:	0/6
Private School Referrals:	0/6
Employment Development Department:	1/6
Union Hall Referrals:	1/6
Other:	0/6

Where the Jobs Are

Wholesale Trades
Meat Packing
Beverages
Drugs
Preserved Fruits and Vegetables
Misc. Foods
Bakery Products
Dairy Products

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

699.686-038	Filling Machine Operator
914.485-010	Barrel Filler
920.685-010	Baling Machine Tender
920.685-026	Bottle Packer

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 463

Painters, Paperhangers – Construction and Maintenance

OES Code: 874020

5 Employers Responding, 19 Jobs Represented, 15 Male, 4 Female

Description of Occupation

Painters paint walls, equipment, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.00 – 12.00	\$ 7.25
New hires, experienced:	\$6.50 – 16.00	\$ 9.00
3+ yrs experience with firm:	\$8.00 – 18.00	\$12.00

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs reported are temporary on-call, averaging 40 hours per week

Benefits Offered

	Full-time
Medical Insurance:	4/5
Dental Insurance:	0/5
Vision Insurance:	0/5
Life Insurance:	1/5
Paid Sick Leave:	0/5
Paid Vacation:	4/5
Retirement Plan:	0/5
Child Care:	0/5

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	75%
A Little Difficult	60%	0%
Somewhat Difficult	40%	25%
Very Difficult	0%	0%

Education/Training Experience

Education

All firms report most of their recent new hires have a high school diploma or equivalent.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	60%	0%
Usually	40%	0%
Sometimes	0%	100%
Never	0%	0%

Required Skills

Ability to use and read a tape measure
Knowledge of paints and related chemicals
Cost estimating skills
Brush painting skills
Roller painting skills
Spray painting skills
Surface preparation skills
Ability to tolerate dust and paint fumes
Ability to work from ladders and scaffolds

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Painters, Paperhangers – Construction and Maintenance

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 90

Number of Projected Employees in 2001 = 90

Local Training Opportunities

Humboldt & Del Norte Painters and Allied Trades
840 E Street, Eureka, CA 95501
707-443-7328

Recruitment Methods

	# of Firms
Employee Referrals:	2/5
Newspaper Ads:	2/5
Private Employment Agencies:	0/5
Hire Unsolicited Applicants:	5/5
In-house Promotional or Transfer:	1/5
Public School or Program Referrals:	2/5
Private School Referrals:	0/5
Employment Development Department:	0/5
Union Hall Referrals:	0/5
Other:	1/5

Where the Jobs Are

Painting and Paperhanging
Residential Construction
Government
Non-Residential Construction
Hospitals
Education, Public and Private

Occupational Mobility

Most firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

840.381-010	Painter
841.381-010	Paperhanger
869.664-014	Construction Worker I

Additional Information

California Occupational Guide # 148
Occupational Outlook Handbook page # 380

Receptionist and Information Clerks

OES Code: 553050

13 Employers Responding, 164 Jobs Represented, 59 Male, 105 Female

Description of Occupation

Receptionist and Information Clerks answer inquiries for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists who primarily operate switchboards.

Wages/Benefits

	Range	Median
New hires, no experience:	\$ 5.00 – 12.08	\$6.50
New hires, experienced:	\$ 5.00 – 14.00	\$7.04
3+ yrs experience with firm:	\$ 7.50 – 17.50	\$9.00

Hours

Most employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 28 hours per week; few jobs are temporary on-call, averaging 11 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	12/13
Dental Insurance:	7/13
Vision Insurance:	4/13
Life Insurance:	7/13
Paid Sick Leave:	12/13
Paid Vacation:	13/13
Retirement Plan:	11/13
Child Care:	2/13

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	8%	31%
A Little Difficult	38%	46%
Somewhat Difficult	38%	23%
Very Difficult	15%	0%

Education/Training Experience

Education

Many firms report most of their recent new hires have a high school diploma or equivalent; some firms report some of their new hires have some college, but no degree; some employers reported an associate degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	15%	15%
Usually	31%	23%
Sometimes	38%	62%
Never	15%	0%

Required Skills

Telephone answering skills
Ability to write effectively
Problem solving skills
Computer literacy
Knowledge of the employers organization
Public contact skills
Ability to work independently
Customer service skills
Ability to interact well with others
Oral communication skills

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Receptionist and Information Clerks

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with most expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 410

Number of Projected Employees in 2001 = 430

Local Training Opportunities

Eureka Adult School
674 Allard Avenue
Eureka, CA 95501
707-441-2448

Humboldt Regional Occupation Program
901 Myrtle Avenue
Eureka, CA 95501
707-445-7122

Recruitment Methods

	# of Firms
Employee Referrals:	6/13
Newspaper Ads:	7/13
Private Employment Agencies:	2/13
Hire Unsolicited Applicants:	3/13
In-house Promotional or Transfer:	8/13
Public School or Program Referrals:	2/13
Private School Referrals:	1/13
Employment Development Department:	1/13
Union Hall Referrals:	0/13
Other:	2/13

Where the Jobs Are

Medical Offices
Dental Offices
Education, Public and Private
Personnel Supply Services
Hospitals
Legal Services
Real Estate Agents
Insurance Agents
Banks
Government

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

237.367-038	Receptionist
237.367-010	Appointment Clerk
237.367-018	Information Clerk
238.367-034	Scheduler

Additional Information

California Occupational Guide # 21
Occupational Outlook Handbook page # 267

Sewing Machine Operators, Garment

OES Code: 929170

4 Employers Responding, 27 Jobs Represented, 2 Male, 25 Female

Description of Occupation

Sewing Machine Operators (garment) operate or tend sewing machines to perform garment sewing operations, such as joining, reinforcing, or decorating garments or garment parts. Please include sewing machine operators and tenders who perform specialized or automatic sewing machine functions, such as buttonhole making or tacking.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.15 – 5.20	\$5.15
New hires, experienced:	\$5.50 – 6.50	\$6.00
3+ yrs experience with firm:	\$6.50 – 9.00	\$7.50

Hours

Many employment is full-time, averaging 40 hours per week; some jobs are part-time, averaging 20 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	2/4
Dental Insurance:	0/4
Vision Insurance:	0/4
Life Insurance:	0/4
Paid Sick Leave:	1/4
Paid Vacation:	1/4
Retirement Plan:	1/4
Child Care:	0/4

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	0%
A Little Difficult	0%	25%
Somewhat Difficult	25%	50%
Very Difficult	75%	25%

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent, some firms report some of their new hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	25%	25%
Usually	50%	50%
Sometimes	25%	0%
Never	0%	25%

Required Skills

Ability to operate precision measuring instruments
Ability to operate industrial sewing machines
Ability to operate single-needle sewing machines
Ability to operate double-needle sewing machines
Ability to operate overlock sewing machines
Ability to operate blind stitch sewing machines
Good eye-hand coordination
Ability to sit continuously for 2 or more hours
Ability to perform routine, repetitive work
Ability to read and follow directions

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Sewing Machine Operators - Garment

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 170

Number of Projected Employees in 2001 = 200

Local Training Opportunities

No specific training program is offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	2/4
Newspaper Ads:	3/4
Private Employment Agencies:	0/4
Hire Unsolicited Applicants:	0/4
In-house Promotional or Transfer:	1/4
Public School or Program Referrals:	0/4
Private School Referrals:	0/4
Employment Development Department:	0/4
Union Hall Referrals:	0/4
Other:	0/4

Where the Jobs Are

Apparel
Knitting Mills
Fabricated Textile products

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

Over 100 related titles are described in the *Dictionary of Occupational Titles*. Please see your vocational Counselor or Librarian for assistance.

Additional Information

California Occupational Guide # 146
Occupational Outlook Handbook page # 421

Teachers – Elementary School

OES Code: 313050

14 Employers Responding, 329 Jobs Represented, 80 Male, 249 Female

Description of Occupation

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private school basic academic, social, and other formative skills. Please do not include special education teachers who only teach handicapped pupils.

Wages/Benefits

	Range	Median
New hires, no experience:	\$ 8.92 – 16.33	\$11.99
New hires, experienced:	\$10.54 – 19.87	\$13.02
3+ yrs experience with firm:	\$11.99 – 23.34	\$14.42

Hours

Almost all employment is full-time, averaging 36 hours per week; some jobs are part-time, averaging 19 hours per week, and some jobs are temporary on-call, averaging 11 hours per week

Benefits Offered

	Full-time
Medical Insurance:	14/14
Dental Insurance:	13/14
Vision Insurance:	11/14
Life Insurance:	3/14
Paid Sick Leave:	12/14
Paid Vacation:	3/14
Retirement Plan:	10/14
Child Care:	0/14

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	71%	71%
A Little Difficult	21%	14%
Somewhat Difficult	7%	14%
Very Difficult	0%	0%

Education/Training Experience

Education

Many firms report most of their recent new hires have a bachelors degree, most firms report many of their new hires have graduate study.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	7%	7%
Usually	29%	14%
Sometimes	36%	64%
Never	29%	14%

Required Skills

Possession of a state teacher's certificate
Supervisory skills
Classroom management skills
Record keeping skills
Ability to write effectively
Problem solving skills
Understanding of a variety of cultures
Ability to work independently
Ability to work under pressure
Ability to exercise patience

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Teachers – Elementary School

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 920

Number of Projected Employees in 2001 = 970

Local Training Opportunities

Humboldt State University
Arcata, CA 95521
707-826-3011

Recruitment Methods

	# of Firms
Employee Referrals:	3/14
Newspaper Ads:	14/14
Private Employment Agencies:	0/14
Hire Unsolicited Applicants:	1/14
In-house Promotional or Transfer:	8/14
Public School or Program Referrals:	5/14
Private School Referrals:	1/14
Employment Development Department:	1/14
Union Hall Referrals:	0/14
Other:	2/14

Where the Jobs Are

Education, Public and Private
Child Day Care
Religious Organizations

Occupational Mobility

Some firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

092.227-010 Teacher, Elementary School

Additional Information

California Occupational Guide # 10
Occupational Outlook Handbook page # 153

Tellers

OES Code: 531020

15 Employers Responding, 156 Jobs Represented, 39 Male, 117 Female

Description of Occupation

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

Wages/Benefits

	Range	Median
New hires, no experience:	\$6.33 – 8.44	\$7.00
New hires, experienced:	\$6.90 – 8.73	\$8.00
3+ yrs experience with firm:	\$7.94 – 11.73	\$9.21

(Union firms pay at low end of wage scale)

Hours

Some employment is full-time, averaging 40 hours per week; most jobs are part-time, averaging 27 hours per week, and some jobs are temporary on-call, averaging 14 hours per week

Benefits Offered

	Full-time
Medical Insurance:	11/15
Dental Insurance:	11/15
Vision Insurance:	10/15
Life Insurance:	11/15
Paid Sick Leave:	11/15
Paid Vacation:	11/15
Retirement Plan:	11/15
Child Care:	1/15

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	0%	7%
A Little Difficult	47%	80%
Somewhat Difficult	33%	7%
Very Difficult	20%	7%

Education/Training Experience

Education

Some firms report most of their recent new hires have a high school diploma or equivalent, most firms report most of their new hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	0%	0%
Usually	13%	40%
Sometimes	80%	60%
Never	7%	0%

Required Skills

Cash handling skills
Ability to follow check cashing procedures
Ability to operate 10-key adding machine by touch
Computer literacy
Ability to read financial statements
Ability to pay attention to detail
Customer service skills
Ability to interact well with others
Basic math skills
Ability to write legibly

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. Few employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

A slow decline is projected for this occupation.

Number of Employees in 1994 = 190

Number of Projected Employees in 2001 = 160

Local Training Opportunities

No specific training programs are offered locally for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	11/15
Newspaper Ads:	12/15
Private Employment Agencies:	3/15
Hire Unsolicited Applicants:	6/15
In-house Promotional or Transfer:	8/15
Public School or Program Referrals:	2/15
Private School Referrals:	2/15
Employment Development Department:	1/15
Union Hall Referrals:	0/15
Other:	0/15

Where the Jobs Are

Commercial/Credit and Savings Banks
Government
Gambling Houses and Casinos

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

211.362-018	Teller
216.362-018	Exchange Clerk

Additional Information

California Occupational Guide # 109
Occupational Outlook Handbook page # 257

Woodworking Machine Operators and Tenders Except Sawing

OES Code: 923140

8 Employers Responding, 41 Jobs Represented, 40 Male, 1 Female

Description of Occupation

Woodworking Machine Operators and Tenders, except Sawing, operate or tend woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood nailing machines, to perform woodworking operations. Please do not include sawers.

Wages/Benefits

	Range	Median
New hires, no experience:	\$5.50 – 14.35	\$ 7.00
New hires, experienced:	\$5.50 – 14.35	\$ 8.50
3+ yrs experience with firm:	\$7.00 – 14.38	\$13.00

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 23 hours per week.

Benefits Offered

	Full-time
Medical Insurance:	4/7
Dental Insurance:	1/7
Vision Insurance:	1/7
Life Insurance:	1/7
Paid Sick Leave:	2/7
Paid Vacation:	4/7
Retirement Plan:	2/7
Child Care:	0/7

Supply/Demand Assessment

Difficulty Finding Applicants

Degree of Difficulty	Experienced	Inexperienced
Not Difficult	13%	25%
A Little Difficult	25%	38%
Somewhat Difficult	25%	38%
Very Difficult	38%	0%

Education/Training Experience

Education

Most firms report most of their recent new hires have a high school diploma or equivalent; many firms report most of their new hires have some college, but no degree.

Work Experience and Training

Employers Reported	Experience Required (avg. months)	Training Substitutes for Experience (avg. months)
Always	25%	0%
Usually	25%	0%
Sometimes	38%	63%
Never	13%	38%

Required Skills

Cash handling skills
Ability to follow check cashing procedures
Ability to operate 10-key adding machine by touch
Computer literacy
Ability to read financial statements
Ability to pay attention to detail
Customer service skills
Basic math skills
Ability to write legibly

Key Terms: All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%

Woodworking Machine Operators and Tenders Except Sawing

Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting levels to grow. Some employers expect employment levels to decline.

EDD Occupational Projection Estimate Growth Rate, 1994 – 2001:

This occupation is projected to grow at a faster than average rate.

Number of Employees in 1994 = 200

Number of Projected Employees in 2001 = 220

Local Training Opportunities

No specific training programs are offered for this occupation.

Recruitment Methods

	# of Firms
Employee Referrals:	3/7
Newspaper Ads:	4/7
Private Employment Agencies:	1/7
Hire Unsolicited Applicants:	0/7
In-house Promotional or Transfer:	1/7
Public School or Program Referrals:	0/7
Private School Referrals:	0/7
Employment Development Department:	3/7
Union Hall Referrals:	0/7
Other:	1/7

Where the Jobs Are

Millwork/Plywood
Household Furniture
Wooden Containers
Sawmills and Planing Mills
Wooden Buildings and Mobile Homes
Federal Government
Fixtures and Partitions

Occupational Mobility

Many firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

DOT Code(s) and Title(s)

663.585-014	Veneer Clipper
664.382-014	Lathe Operator
761.682-014	Sander, Machine
664.684-010	Bowl Turner

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page # 427

Survey Methodology

Occupation Selection

Occupations for this study were selected by a steering committee composed of area employers, union representatives, educators, and trainers in consultation with EDD and the Private Industry Council of Humboldt County.

The main criteria used in selecting occupations were:

1. Occupations should have a substantial employment base in the county.
2. A majority of the occupations surveyed should typically require no more than two years of formal training.
3. Employees should be able to obtain a potential wage of at least \$6.00 per hour with 6 months' experience.

Definition of Occupations

The method for classifying jobs used in this study is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include computer programmer, drafter, typist and baker.

Employer Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw an employer sample representative of the industries employing workers in each study occupation.

Industries are classified by the Standard Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. There are nine major industry groups: agriculture, mining, construction, manufacturing, transportation, communications, wholesale and retail trade, finance, and services. Every firm in the state is classified in one or more of these industry categories, according to the products they produce or services they provide.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each occupation studied. For example, a medical secretary would generally work for a firm classified in the health services category,

(continued)

whereas a typist may be scattered across several industries including health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed and employers were added and deleted, as appropriate, to obtain a sample of 40 employers for each occupation, whenever possible.

Questionnaire Development

EDD developed the questionnaire used for this study. (See Sample Questionnaire, Appendix B.)

Survey Procedures

Employers selected for the sample were mailed questionnaires with a cover letter explaining the study and a postage-paid return envelope. Returned questionnaires were checked by PIC staff for completeness and accuracy. Employers returning incomplete or potentially inaccurate questionnaires were contacted by phone for clarifying information.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone and encouraged to return the questionnaires.

A fifty-percent rate of return for complete and accurate questionnaires was set as an employer "response goal." In cases where questionnaires were refused or not returned in a reasonable amount of time, additional similar employers not in the original sample were identified and substituted.

Tabulations and Results

Questionnaire responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final Occupational Summaries (pages 4-41 of this report) were prepared. Information for specific employers is and will remain strictly confidential, with only summary results being published.